

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH (PSB)**

**OLD SECRETARIAT: DELHI-110054**

**No. F.DE.15(258/EWS/PSB/2025-26/14-19**

**Dated:02/01/2025**

**CIRCULAR**

**SUB: STANDARD OPERATING PROCEDURES (SOP) FOR STREAMLINING  
ADMISSION UNDER EWS/DG & CWSN CATEGORY IN PRIVATE UNAIDED  
RECOGNISED SCHOOLS IN GOVT. OF NCT DELHI FOR ACADEMIC  
SESSION 2025-26 ONWARD.**

In compliance of Hon'ble High Court of Delhi order dated 17.12.2024 in WPC No. 12177/2024 titled Shivangi Through Natural Guardian Smt. Poonam Vs Govt. of NCT and Ors. wherein, Hon'ble Court has taken on record the proposed mechanism for admission under EWS category submitted by DoE. Further, the Hon'ble Court has directed to place mechanism for admission under EWS category, in the public domain through an appropriate notification, immediately. Accordingly, mechanism for admission under category EWS/DG/CWSN in Private Unaided Recognized Schools of Delhi is as under;

1. Section 12(1)(C) of RTE Act, 2009, states that "All private unaided recognized schools in Delhi are under obligation to admit at the entry level class/classes to the extent of at least 25% of the strength of that class, children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion".
2. Directorate of Education, Govt. of NCT of Delhi had initiated online system for admission under EWS/DG category from the academic session 2016-17 in respect of the Private Unaided Recognized Schools (except minority school) under the provisions of Delhi School Education Act and Rules, 1973. From session 2018-19, the schools recognized under RTE Act 2009 were also included in this online system.
3. The following are the Standard Operating Procedures(SOP) admission under EWS/DG & CWSN Category in Private Unaided Recognized Schools in Govt. of NCT of Delhi for Academic Session 2025-26 onwards:
  - a) Each year DoE will seek data of declared sanctioned strength of Private Unaided Recognized Schools to be submitted through DDE

District. The schools/Districts are given 20 working days to submit the requisite data of declared strength. The data of sanctioned strength of Private unaided recognized schools for academic year 2025-26 has been received from respective DDE Districts and compiled. The same has also been uploaded on the website of DoE on 20.12.2024.

- b) The seat status will be uploaded on Edudel by PSB, DoE within a period of 7 working days after seeking the vacancy of seats, as per existing norms/rules /notification.
- c) In pursuance of Rameshwar Jha Judgment dated 16.12.22 in WPC No.1092/21 & connected matter wherein it is directed that *“Any exemption/waiver if required by the schools under the provisions of the RTE Act, in the most exceptional and unforeseen circumstances, can be availed by making such request to the DoE as per the scheme”*. DoE, thus, will seek representation from the Private unaided recognized school within a period of 7 working days from date of publication of declared seats of the Private unaided recognized school. The last date of receiving representation from the Private unaided recognized school was 30.12.2024.
- d) To decide the representation of Private unaided recognized school, the Directorate of Education will constitute committees of three members headed by DDE Districts to scrutinize the representation of the Private unaided recognized school and recommend its findings to competent authority. The DoE will decide the representations in a fair, transparent and uniform manner within a period of 15 working days from the date of receipt of the representations. The school shall be intimated of the decision on the representation filed by the school on their registered email and via registered post.
- e) After finalization of seats in the manner prescribed above, the final declared seats of the Private unaided recognized schools will be uploaded on the website of DoE and online applications for admission under EWS/DG/CWSN category in private unaided recognized school of Delhi will be invited through public circular. The circular will be having all the details required regarding eligibility criteria/documents required for the filing of application under EWS/DG/CWSN category. This circular will also declare the date of draw of lots and the schedule of admission thereafter. The SOP for verification of documents of successful candidates will be shared with this circular for compliance by all stake holders. A dedicated helpdesk will be setup at zonal office of each & every district for facilitating the applicant for any help required.
- f) DoE will conduct Computerized Draw of Lots for EWS/DG/CWSN admission and the successful candidates will be intimated via

SMS/Email/telephone calls to visit zonal office for verification of documents with the scheduled date and time.

- g) The scrutiny of application forms & documents of EWS/DG/CWSN candidates which was till now being carried out at the Private unaided recognized school level will from now on be taken up by Zonal authorities under each DDE District. For this, 29 zonal teams comprising of DDE Zone and the officials will be constituted who will report to the respective District DDEs (15 districts in total). These teams will be given training on RTE Act with respect to relevant provisions and sensitized about the document verification process. The constitution of each Zonal Teams is as Under:

- a. DDE of respective Zone,
- b. Two Principal of any Government school of the respective Zone
- c. Section Officer, respective Zone
- d. Two Ministerial staff of the Zone
- e. Two Data Entry operator of the Zone

**h) The 29 zonal teams under DDE Districts of directorate of education will scrutinize all the documents of all the successful candidates within 10 working days of computerized draw of lots. For this a dedicated Helpdesk, Single Window display of all documents will be setup in district offices where all required documents will be displayed prominently.**

- i) The DoE will recommend the name of allotted candidates whose documents are found in order for admission under EWS/DG & CWSN category to respective allotted Private Unaided Recognized Schools.
- j) Further, if any discrepancies are found in the documents provided by the allotted candidates, deficiency memo will be issued to the candidate and they will be given another 15 working days to submit the valid/updated document for claiming bona-fide entitlement of admission under the category of EWS/DG/CWSN.
- k) Those candidates who remain non-reported during the first 10 working days for verification of documents, additional 5 working days will be given to the candidate to submit the documents, further a public circular in this regard will also be issued. They will be contacted through SMS/registered email/telephone calls. If any deficiency is found during the scrutiny of document, deficiency memo will be issued to such candidates to submit valid/updated document for claiming bona-fide entitlement of admission under the category of EWS/DG/CWSN within a period of 10 working days.
- l) Reasoned speaking order shall be passed by DDE Zone based on recommendation of the zonal teams on admission of EWS candidates

allotted by DoE after due consideration of documents produced by the candidates. If parents are not satisfied with the reasoned order passed by the Zonal Authority, the parents can file an appeal to DAMC within 5 working days of receipt of the order. DAMC will examine & pass final orders within 03 working days of the receipt of such appeal.

- m) The speaking order passed by the zonal team/ DAMC as applicable, shall be final and binding upon Private Unaided Recognized Schools to grant admission to the recommended candidates. The Private unaided recognized school will not ask for any other document from the candidate at the time of admission in the school. The candidate will not be subjected to any further scrutiny apart from what was done at the zonal offices. If any school violates these guidelines, action, as deem fit, in accordance with the extant rules and provision of RTE Act 2009 & DSEAR Act, 1973 will be initiated against such schools. The final list of recommended/rejected/non-reported shall be uploaded on the website of edudel for information of all stakeholders.
- n) The seats falling vacant due to rejected and non-reported cases after computerized draw of lots will be considered for second computerized draw of lots for further allotment. Same process will be adopted for 3<sup>rd</sup> computerized draw of lots, if any is required to be conducted.
- o) The same timeline and process shall be followed in all subsequent computerized draw of lots.
- p) It is also informed that income limit for admission under EWS category in private unaided recognised schools of Delhi **has been increased to less than five lakh** vide notification number No.F.15(1615)/PSB/2023/ EWS/Notification/7134-7147 dated 23/12/2024.
- q) All public circular regarding EWS admission in private unaided recognized school will be bilingual (Hindi & English)  
This issues with the approval of competent authority.



(SUSHITHA BIJU)

DY. DIRECTOR OF EDUCATION (PSB)

No. F.DE.15(258/EWS/PSB/2025-26/14-19

Dated:02/01/2025

1. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
2. PS to Director (Education), Directorate of Education, GNCT of Delhi.
3. PS to Addl. Director (Education), Directorate of Education, GNCT of Delhi.

4. PA to all Regional Director of Education, GNCT of Delhi.
5. All DDE District, DoE, GNCTD.
6. SO (IT) to upload the circular on website of Education Department, (Public Circular), Govt. of NCT of Delhi.



**(SUSHITHA BIJU)**  
**DY. DIRECTOR OF EDUCATION (PSB)**